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MM 601 Mentored Ministry

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Yeich, S. Brian, "MM 601 Mentored Ministry" (2008). *Syllabi*. Book 2076.
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Fall 2008

MM601—Mentored Ministry ExL Section X2 Syllabus & Class Calendar

Facilitator Introduction & Welcome

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MMIN Off. Phone: 859/858-2224

Welcome to MM601 - Mentored Ministry: Inside the Walls! I look forward to this journey with you as you engage this ministry experience. I hope that this opportunity will prove to be more than a class and that you will see God working through you in ways you never expected. I pray that God will bless you as you take this and many other steps toward your future ministry.

I want to be available to help you in any way I can. The best way to reach me is via email on First Class: brian_yeich@asburyseminary.edu. If you want to call, my office number is 859-858-2189.

Mentored Ministry via ExL is comprised of two main components:

1. Field Experience
2. Theological Reflection in an online Reflection Seminar.

Relative to the *Field Experience* component, each of you will have a field placement in a local church or ministry setting in which you will practice “hands-on” ministry. You will minister for at least eight hours a week for the duration of the semester under the supervision and mentoring of a qualified minister. In addition to the eight hours of ministry involvement there should be a one hour one-on-one meeting with your mentor.

Relative to the *Reflection Seminar* component, each member of the class, being led by a Reflection Group Facilitator, will reflect together theologically on your ministry experiences using your own self-referent case studies.

The manner in which you in the ExL Mentored Ministry class will reflect on a case together will likely be done asynchronously. The term “asynchronous” means we can share thoughts that are continuous and in a logical stream even though we may communicate at different times throughout the week from widely different geographical sites.

This reflection will be done through *Moodle (the virtual classroom)*. See **Online Section Descriptions and Communication Guidelines** for information concerning the *Moodle* virtual classroom.

Instructions for what to post and when are included with the **Course Outline and Assignment Schedule** at the end of this syllabus.

Important Information

1. *Before you start the semester*, your mentor must be approved and trained by the Mentored Ministry office. If your mentor is unable to attend an on-campus mentor training event, a training DVD will be provided. Please send the name, address, and phone number of your mentor to the Mentored Ministry Office on the Wilmore campus. Send this information, if you have not done so already, to Amanda Sturdevant via email: amanda_sturdevant@asburyseminary.edu.
2. You will complete a minimum of eight (8) hours work per week at your ministry placement.
3. Please read the Mentored Ministry Handbook *carefully* as you will responsible for its content.
4. This is a credit/no credit course. To receive credit for the course, students must complete all assignments as described in this syllabus. Failure to submit or submitting late will result in a NC or a Provisional Credit.

Required Textbooks:

- **Confessions of a Pastor** by Craig Groeshel (Sisters, Oregon: Multnomah), 2006.
- ***Mentored Ministry Handbook: MM 601/602***: (available as a pdf in Moodle (the virtual classroom))
- ***Mentored Ministry Forms***: (MM601 Forms.pdf & MM601 E-Forms located in Moodle)

Recommended Reading:

- **How Your Church Family Works** by Peter L. Steinke, (The Albin Institute), 2006.
- **The 5 Dysfunctions of a Team** by Patrick Lencioni, (Jossey-Bass), 2002.

Assignments

1. **Read** the professor’s welcome message, the syllabus, and the Mentored Ministry Handbook thoroughly and place due dates on your calendar.

2. **Post** an introduction of yourself and your ministry context, in 200 words or less, to the appropriate forum by the **first Wednesday of the semester**.
3. **Familiarize** yourself with the virtual classroom environment, paying attention to the resource links at the bottom left of the Moodle (the virtual classroom) screen if you require assistance and/or tutorials. Moodle is quite different than First Class and does require some instruction.
4. **Submit a Learning Covenant** by posting it to the appropriate assignment link. See The Mentored Ministry Handbook (located in Moodle (the virtual classroom)) for details about this document. A description is found on pp. 6-8 and the forms for this are located in Moodle.

NOTE: All the necessary forms are available as PDFs or Word documents located in Moodle (the virtual classroom) or on the Mentored Ministry web page:

http://www.asburyseminary.edu/mmin/student_forms.php

Many may be sent electronically via email, but some still need to be faxed or mailed due to the necessity of signatures. You may fax them to the professor at (859) 858-2057. If you prefer to scan and attach them to an email, please save them as pdfs. If you can not save them as pdfs please fax them. **DO NOT** send jpgs. They are often difficult to print and read.

5. **(OPTIONAL)** Form a Parish Advisory Group as described in the Handbook on p. 12. This is recommended but remains optional in the new MMin setup.
6. **Write a practice case study** based on the **online video** to be submitted to the instructor and discussed in a **forum**. Use the guidelines on pp. 14-16 in the Handbook. **NOTE:** A case study outline document named CaseStudyOutline.rtf is located in Moodle (the virtual classroom) for your convenience. Please open this document, fill in the answers to the questions and resave it using your name and the word “practice” (for example: Smith Practice.doc). In the **Practice Case Forum** respond to the following questions:
 - From this case, what key issues first jump into your mind?
 - What dynamics are at work between the persons in this case?
 - What insights from other classes you’ve taken speak to the issues of this case?
 - What do God and the Bible have to say about this case?

Respond to at least one other student posting- agreeing, disagreeing, or adding an additional comment.
7. Each week, prior to your participation, **read thoroughly** the case study to be discussed that week (it will be posted by the previous Wednesday). **Complete the assignment** “Case Study Discussion Questions” to **post each Monday before 11:55 p.m.** Guidelines for this are found in the Mentored Ministries Handbook on p.18. **NOTE:** A single document containing the questions for this assignment is in Moodle (the virtual classroom) as CaseStudyQues.rtf and is slightly different from the copy in the Handbook. **Please use the one in Moodle and note the instructions at the beginning.**
8. Prepare one case study using the guidelines on pp. 14-16 in the Handbook.

>>> A case study outline document named CaseStudyOutline.rtf is located in Moodle (the virtual classroom) for your convenience. Please open this Word document, fill in the answers to the questions and resave it using your name and the assigned case number

(for example: Smith Case 5.doc). You should then attach this to your post in the appropriate forum on your assigned date. A sample case study, named SampleCaseStudy.rtf is located in Moodle (the virtual classroom). The schedule for case study presentations will be randomly selected and posted by the professor.

9. Submit a 2-3 page reflection paper on the textbook, Confessions of a Pastor. In your response describe how the book challenged you in relation to your ministry. What does it say to you about what you need to be doing more or less of in your ministry and your life? Include any areas where you might disagree with the authors.
10. Submit a final Student Self-Evaluation. (This form is found in Moodle (the virtual classroom) and on the Mentored Ministry web page). There are also faculty and mentor evaluation to be completed by the professor and then shared with you. You are expected to review it, make comments if you wish, sign it, and return it to the professor who will review your comments and then file it in the MMIN Office where it will be available to judicatories under which you may be serving.
11. Submit other required course forms as described in the MMIN Handbook. These are also outlined in the Course Outline and Assignment Schedule, some during the semester and some at the end. Review the entire **Course Outline and Assignment Schedule** to be aware of all due dates. Several forms are due at the end of the semester. Don't let these due dates surprise you—plan ahead.

Online Section Descriptions and Communication Guidelines

The virtual classroom is built upon the open-source Moodle platform. By logging into <http://virtual.asburyseminary.edu> you will have access to this course and be able to collaborate with participant-colleagues and me throughout the course. The following are functions with which you should familiarize yourself:

1. The Course Information Center, in the center of your screen, contains many features to be used throughout the semester, including:
 - a) Course News and Announcements, where I will post items important for the entire class;
 - b) Syllabus, where a copy of the syllabus is provided;
 - c) To Professor, which is a way for you to post a message directly to me and we can discuss an issue privately;
 - d) Course Questions, which is a public forum where you can publicly post any questions you have regarding the course so others may see your message and respond. Anytime you have a question or comment about the course, the schedule, the assignments, or anything else that may be of interest to other participants and me you should post it to the Course Questions Forum;
 - e) Prayer Forum, which is a public forum where you can post prayer concerns and praises for all to see. This is a way for us to build community;
 - f) Open Forum, which is a public forum where you can post anything not course-related for all to see. Examples include someone getting married, an upcoming birthday, discussions on topics not course-related, etc. This is also a way for us to build community.
2. Modules, which are located below the Course Information Center, will contain forums where group discussions will take place, documents or other files to download, and assignment links where you will post your assignments to me. Modules will be clearly labeled so you can follow along during the semester.
3. Resources, a section located on the left side, provides links to items you will want to use often in the semester.

HELP!

The team of people who are most able to help you with any of your questions regarding ExL are listed below. Their mission is to be helpful to you. For technical and ExL administrative matters regarding this course contact the following for your particular need:

ExL Support Contact Information

For **general questions and administrative assistance regarding the ExL program**, contact Dale Hale: ExL_Office@asburyseminary.edu Phone: (859) 858-2393

For **technical support, library research support, library loans, and ExL media** contact Information Commons: Info_Commons@asburyseminary.edu Phone: (859) 858-2233; Toll-free: (866) 454-2733

Accessing Information Commons Materials

1. General Questions:

The Information Commons is a "one-stop shop" for all student research, circulation and technical needs. The Information Commons hours are posted here:

<http://www.asburyseminary.edu/information/hours.htm>

2. Materials Requests:

- a. To search the library catalog for available materials, click here:
<http://www.asburyseminary.edu/information/index.htm>
- b. ExL Students may request books, photocopies or emailed attachments of journal articles/portions of reference books from Asbury Seminary's Library. Please allow 3-10 business days for all requests to be filled. Contact the Information Commons for costs and instructions on how to make requests.
- c. ExL students are encouraged to make use of local library resources. Students who live within a 50 mile radius of either the Florida or the Kentucky campus should come to campus to obtain their materials.

3. Research Questions:

ExL students are encouraged to contact the Information Commons for research assistance including help determining the best sources to use for a paper, finding book reviews, or research questions about using the online databases or any other library materials.

4. Online Databases:

To access the online library resources including the library catalog and full-text journal databases, go to <http://www.asburyseminary.edu/information/index.htm> and enter your 10-digit student ID# number in the login box. Your student ID# is provided on the biographical information section of the student registration webpage. Add a 2 and enough 0's to the front to make a 10-digit number (20000XXXXX where XXXXX = your student id).

Copyright Policies

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One

of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

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Buying Books. Address an e-mail to ATS Bookstore. Type in on the "address" line of a new e-mail, ATS_Bookstore@asburyseminary.edu. This will send your message to our local Cokesbury bookstore on the Wilmore campus. You may also call the Cokesbury bookstore toll free at 1-866-855-8252.

New Online Resource. There is a new online library of resources available from Cokesbury. These include dictionaries, handbooks, and encyclopedia commentaries; worship, sermon, and lectionary material; teaching resources; Bible translations, and more. You may access this material through the Information Commons link on the Asbury webpage. Go to <http://www.asburyseminary.edu/icommons/index.shtml>, enter your borrower ID, and scroll down to iPreach, and you are in. A link to this will be placed in Moodle (the virtual classroom).

For questions regarding the syllabus or our course, post them in the Course Questions forum in the Course Information Center. If you have a particular question, it is likely others in the class will have a similar question and will benefit from the exchange. We want to "iron out any wrinkles" that may inhibit the learning process.

Administrative/Academic Matters: If you have MMIN related concerns of any kind such as academic matters, finding a placement matched to your needs, exploring the possibility of an internship or whatever, please contact the MMIN office. Claire Williams, the Administrative Secretary, is ready to assist you at claire_williams@asburyseminary.edu. **(859) 858-2224.**

CONCLUSION

In conclusion, Mentored Ministry provides you with an opportunity to meld Christian mind and ministry practice. For many students, having to anticipate performing in ministry, sometimes for the first time, is not without its anxiety; however, experience bears out that most students have rewarding experiences in mentored ministry.

Revised 1/08

COURSE OUTLINE AND ASSIGNMENT SCHEDULE

GUIDELINES FOR COURSE OUTLINE AND ASSIGNMENT SCHEDULE:

- The class will be divided into two groups of 6 students each and will process 6 case studies together. This allows time in the beginning of the semester to get acquainted with each other and the case study method. It also gives the student presenting the first case sufficient time to prepare it.
- The groups will be labeled Alpha and Omega. The Alpha group will process odd numbered cases (1,3,5,7,9,11,13) and the Omega group will process even numbered cases (2,4,6,8,10,12,14). This gives every case during the semester a unique number, which is mostly for the benefit of the professor.
- Cases will be posted and all interaction around the case will occur within specific forums.
- The basic schedule for Week 3 (when the first case is presented) and beyond will be as follows: *(all assignments are to be posted by 11:55 p.m. ET on the day due)*

Wednesday – case study will be posted (attach as a word processing document to your post in the appropriate forum--put your last name followed by the case number in the subject line, i.e. Smith Case #5). Use the CaseStudyOutline.rtf as a guide for setting up your case study.

By Monday – Answers to Case Study Questions will be posted based on the case study posted the previous week (download the CaseStudyQues.rtf which is slightly different from the copy in the Handbook, **copy and paste the questions directly into a forum post**, type in your answers there and then post it (**be sure to read the instructions at the top of this document**)).

By Wednesday – Previous case will be discussed as outlined below (post one response stating one strength of the presenter's case and one weakness (if you perceive one) with a recommendation. Also interact with at least one other class member based on their answers.

NOTE TO PRESENTERS: As students list the questions they would like to have answered about each case, the presenter should answer as many of those questions as possible.

By 11:55 p.m. ET on Wednesday all responses should be posted (3 per student) and the next case will be posted in a new forum. The process will begin again.

- We will take this general approach to our weekly discussion without assigning a student the role of moderator as described in the handbook and used in the physical classroom setting.

Time Commitment: You are expected to spend 8 hours in your ministry placement each week plus a 1-hour session with your mentor. You should also expect to spend approximately 3-4 hours each week processing the current case and responding to other class members. Additional time will be required during the semester to write up your case study and complete assigned reports.

ONLINE REFLECTION AND ASSIGNMENT SCHEDULE

- **Week 1** – September 2 - 7
 - Read the professor's welcome and introduction.
 - Print out a copy of the Mentored Ministry Handbook, MM 601/602 Handbook.pdf, and the MM601 Forms.pdf, both found in Moodle (the virtual classroom).
 - Read the syllabus and Mentored Ministry Handbook thoroughly and place due dates on your calendar (include case presentation dates once they are posted by the professor).
 - Familiarize yourself with the virtual classroom environment.
 - Post an introduction of yourself & your ministry context in 200 words or less. **Post this introduction by 11:55 p.m. ET on Wednesday.**
 - **(OPTIONAL)** Form The Parish Advisory Group as described in the Handbook on p. 12. This is recommended but remains optional in the new MMIN setup.
 - Review the Case Study chapter in the Mentored Ministry Handbook (*pp. 14-17*).
 - Begin work on the Learning Covenant, which includes your Mentor-Student Contract and Learning Goals. See The Mentored Ministry Handbook (located in Moodle (the virtual classroom)) for details about this document. A description is found on pp. 6-8 and the forms for this are found in the MM601 Forms.pdf - also found in Moodle (the virtual classroom).
 - Begin reading text, Confessions of a Pastor, and read throughout the semester. A **reflection paper**, as described above under Assignments #8, is due at the end of the semester.

- **Week 2** – Sept. 8 - 14
 - Continue working on items from week 1 giving particular attention to the preparation of your Learning Covenant.
 - **(OPTIONAL)** Convene the initial meeting of the Parish Advisory Group to review your growth goals and schedule the 3 remaining monthly meetings, normally the first week of each month. A guidebook—*Parish Advisory Group: Partners in Ministry Training* (PAG Manual.pdf)—is available in Moodle (the virtual classroom) to assist with preparing for the group meetings.

- **Week 3** – Sept. 15 - 21
 - Post **Learning Covenant** to the appropriate assignment link by **11:55 p.m. ET on Wednesday.**

Instructions for posting case studies and responses—below is the procedure we will follow for posting and responding to weekly case studies: These instructions are in a separate document found in Moodle (the virtual classroom) (PostingInstructions.rtf). Please print it out and keep it handy as you process each case.

To post a case study: (Post on Wednesday by 11:55 p.m. ET) Download the “Case Study Outline” (CaseStudyOutline.rtf) from Moodle (the virtual classroom). Set up your case study according to this outline. You may simply fill in all the areas that apply to your case. Resave the document, naming it, using your last name and the number of the case (i.e. – Smith Case 5). Attach it to your post in the appropriate forum. See the “SampleCaseStudy.rtf” for an example of letters A – F. Letter G on the outline will vary with each case.

To respond to a case study: Open the Case Study Questions document (CaseStudyQues.rtf) located in Moodle (the virtual classroom). Copy the questions, paste them into a forum post, answer them, and then submit the post by 11:55 p.m. ET on the Monday following the posting of the case. (See instructions at the top of the page.)

Read several of your classmates’ posted answers to the Case Study Questions and by Wednesday night at 11:55 p.m. ET, post two additional items.

- 1) Describe, as if you were talking to the presenter in class, what you believe is one strength of the case and one weakness (if you find one) with a recommendation.
- 2) Respond to at least one other student posting- agreeing, disagreeing, or adding an additional comment.

That is a total of 3 postings per case I will be looking for from each student:

- 1) Answers to the Case Study Questions
- 2) Response to presenter with strength and weakness
- 3) Response to one other classmate

This is the kind of thing that would happen if we were in class together.

NOTE TO PRESENTERS: Please answer questions posed by other students about your case by replying to their posts.

- Week 4 – Sept. 22 - 28
 - **Practice Case Study** (This case study will be handled somewhat differently than your individual cases - see instructions for this case study in #6 under “Assignments”) **Post by 11:55 p.m. ET on Wednesday.**

- Week 5 – Sept. 29 – October 5
 - **Post Responses for Practice Case Study** by 11:55 p.m. ET on Wednesday
- Week 6 – October 6 - 12
 - **Post any additional responses for Practice Case Study** by 11:55 p.m. ET on **Wednesday.**
 - Meet with **Parish Advisory Group** during the week. (**OPTIONAL**)
 - **Reports due by 11:55 p.m. ET on Thursday.**
Ministry & Growth Goals Progress Report (Forms 28-30) & Dialogical Journal (pp. 26-27)
- Week 7 – Oct. 13 - 19
 - Post Case Studies #1 and #2 by Wednesday, 11:55 p.m. ET
- Week 8 – Oct. 20 - 26
 - Post Responses for Case Studies #1 and #2 (Case Study Questions by 11:55 p.m. ET on Monday and 2 additional responses by 11:55 p.m. ET on Wednesday)
 - Presenter answers questions posed by other students
 - Post Case Studies #3 & #4 by Wednesday, 11:55 p.m. ET
- Week 9 – Oct. 27 – Nov. 2
 - Post Responses for Case Studies #3 and #4 (Case Study Questions by 11:55 p.m. ET on Monday and 2 additional responses by 11:55 p.m. on Wednesday)
 - Presenter answers questions posed by other students
 - Post Case Studies #5 and #6 by Wednesday, 11:55 p.m. ET
- Week 10 – Nov. 3 - 9
 - Post Responses for Case Studies #5 and #6 (Case Study Questions by 11:55 p.m. ET on Monday and 2 additional responses by 11:55 p.m. ET on Wednesday)
 - Presenter answers questions posed by other students
 - Post Case Studies #7 and #8 by Wednesday, 11:55 p.m. ET
- Week 11 – Nov. 10 - 16
 - Post Responses for Case Studies #7 and #8 (Case Study Questions by 11:55 p.m. ET on Monday and 2 additional responses by 11:55 p.m. ET on Wednesday)
 - Presenter answers questions posed by other students
 - Post Case Studies #9 and #10 by Wednesday, 11:55 p.m. ET

Meet with **Parish Advisory Group** during the week. (**OPTIONAL**)

Reports due by 11:55 p.m. ET on Friday
Ministry & Growth Goals Progress Report (Forms 28-30) & Dialogical Journal (pp. 26-27)
- Week 12 – Nov. 17 - 23

- Post Responses for Case Studies #9 and #10 (Case Study Questions by 11:55 p.m. ET on Monday and 2 additional responses by 11:55 p.m. ET on Wednesday)
- Presenter answers questions posed by other students
- Post Case Studies #11 and #12 by Wednesday, 11:55 p.m. ET

Week 13 – Nov. 24-30 >>> **Fall Reading Week**

- Week 14 – Dec. 1 - 7
 - Post Responses for Case Studies #11 and #12 (Case Study Questions by 11:55 p.m. ET on Monday and 2 additional responses by 11:55 p.m. ET on Wednesday)
 - Presenter answers questions posed by other students
 - Give your mentor the “Mentor Evaluation” form (Forms 31-34). **This form should be completed and returned to you by Sunday.**
- Week 15 – Dec. 8 - 12
 - Complete “**Student Self-Evaluation**” form (Forms 36-40) and turn it in to the professor along with the mentor’s “**Mentor Evaluation**”– **These reports are due to the professor by 11:55 p.m. ET on Monday.**

Reports due by 11:55 p.m. ET on Friday

Ministry & Growth Goals Progress Report (Forms 28-30) & Dialogical Journal (pp. 26-27)

Have final **Parish Advisory Group** meeting and get signed copy of Parish Advisory Group Evaluation Report to be submitted to the professor (**OPTIONAL**)

Turn in final reports by 11:55 p.m. ET on Friday

Reflection paper on text, *Churches That Make a Difference*

Review, add comments, sign, and return “Reflection Group Facilitator Evaluation” form.

Note: Changes to this schedule may be necessary as the semester progresses.